

5-8	Volunteer Position	Part 1 of 1
Authorizing Utah Code: 62a-5-103	Rule: R539-6-6	Provider Requirements
Approved: 2/10/00	Rule Effective:	Printed: 5/02
Form(s): BCI	Guideline(s): None	

POLICY

A volunteer position is defined as a position that is held by a volunteer age 16 or older, who works on a regularly scheduled basis with **Persons** receiving **Division** funds and who receives no payment for the time. **Providers** must assure that volunteers who meet the definition of having a volunteer position receive the training listed in procedure 2 below prior to providing support for **Persons** with disabilities. A volunteer working in a volunteer position can supplement regular staff but cannot replace paid staff support hours. This policy does not apply to friends of the **Person** receiving supports, or anyone selected by the **Person** as a partner in activities.

PROCEDURES

1. To be considered for a volunteer position a volunteer must complete an application, references, and a screening interview. If the volunteer is to work one on one with children with disabilities, and over the age of 18, the volunteer candidate must be approved through a Bureau of Criminal Identification check per **Utah Code Annotated 62A-4a-413** and 26-21-9.5. Volunteers over the age of 18 working one on one with adults who have disabilities are encouraged to complete a Bureau of Criminal Identification check through the Utah State Department of Public Safety.
2. **Providers** will ensure that volunteers complete an orientation and training program which will include at a minimum:
 - A. Orientation to the **Person(s)**.
 - B. **Division** policies and procedures for reporting abuse and protecting human rights (e.g. review **Division** policies 1-8, 1-12, and 5-3, **Department** policy 5-3 and complete **Form 5-3**).
 - C. Confidential nature of information on **Persons** with disabilities.
 - D. Emergency procedures to follow if working alone with the **Person**.
 - E. Documentation of training and proficiency the volunteer has to carry out the assigned tasks.
 - F. **Provider** policies and procedures.
3. **Provider** will ensure that all Federal wage law requirements related to the use of volunteers are followed.
4. The **Provider** will purchase adequate insurance to protect both the volunteer and the **Person**.
5. The **Legal Representative** must provide written permission for the volunteer to take a **Person** from home overnight. (**Self-Directed Corporations** are exempt from this requirement.)